

The following is the revised scoping brief issued to the three organisations which have already submitted quotations for a housing needs survey.

**REVISED SCOPING BRIEF FOR HOUSING NEEDS SURVEY
(Re-named 'Housing Needs Assessment' – HNA)**

As noted in the original scoping brief, the Parish Council is in the process of preparing a Neighbourhood Plan and is now at a stage where the Neighbourhood Plan Steering Group considers that a Housing Needs Survey (re-named by the Steering Group to 'Housing Needs Assessment') is required to inform the Plan.

The Rural Housing Needs Survey 2013 for Brereton Parish, which was provided with the first Scoping Brief, should be used as an exemplar of the type of information required. Specifically, you are requested to address the following:

1 Aim of the Housing Needs Assessment

- To determine the number of houses and types of houses needed in the parish during the lifetime of the Cheshire East Local Plan, ie 2010 to 2030.

2 Objectives of the Housing Needs Assessment

- To collate a range of data with relevance to housing need in (i) the borough of Cheshire East and (ii) the two parishes of Stapeley and Batherton which together form the administrative area of Stapeley & District Parish Council.
- To analyse that data to determine patterns of housing need.
- To provide recommendations, based on the data, which can be used to inform the Neighbourhood Plan.

3 Method

The detail of the method will be agreed with the Steering Group but in brief will comprise:

- A housing needs assessment questionnaire principally based on the Brereton model (as provided with the first scoping brief) but with a 15 year forward projection, planned in conjunction with the Steering Group.
- A housing needs assessment questionnaire to be delivered to each household in the Parish.
- Field-work to deliver the questionnaire.
- Examining relevant and appropriate sources of housing data for Cheshire East borough and Stapeley and Batherton parishes including current stock.
- Processing, analysing and reporting on the data collected.

As part of the Neighbourhood Plan process, 'housing' was identified as one item of the consultation. Parishioners felt that small houses, bungalows and 'lifetime' houses should form part of the housing mix in the parish. Thus, information about the following should be included in the report:

1. Current housing stock including housing type, size, tenure and affordability together with an up-to-date housing market (for sale/rent) information.
2. Assessment of future housing needs.

4 Points of Note

- Number of households in the Parish – 1,434
- Average number of residents per household – 2.4
(Note: young people can participate in the questionnaire; their views are also sought.)
- Estimated response rate – 25%.

5 Quotation Requirements

The revised quotation should:

- Address all elements of the method and objectives outlined above.
- Include a detailed timeline of activities and durations for each activity.
- Include best and final fixed prices based on the anticipated response rate.
- Outline pro-rata costs in the event of the estimated response rate being exceeded.
- Account for provision of an interim report to the Parish Council/Steering Group, giving an overview of emerging results.
- Account for delivery of at least one final report (in electronic, pdf format and hard copy).
- Account for presentation of results to the Parish Council (if required) and separately, to the Neighbourhood Plan Steering Group.

6 Key Timescales

- Revised quotation to be received by 17 August 2015.
- Work on the HNA to commence as soon as Parish Council approval has been granted.
- Interim report to be produced seven weeks after commencement.
- Final report required 10 weeks after commencement.